

TO: District Superintendents

December 4, 2009

RE: Filing of E-Rate Paperwork For Funding Year 2010-11

We are currently preparing for the upcoming E-Rate Form 471 filing for the Idaho Education Network (IEN) consortium. The filing of the Form 471 will ensure that those districts who wish to participate are included in the IEN consortium. **The 471 that IEN will be filing will only cover the IEN services provided by the state—you still need to be sure and file for any E-rate services not provided by the state (e.g. Telecom, WAN, etc.).**

The E-Rate Form 471 deadline is 11:59 PM EST on Thursday, February 11, 2010. To assist in the filing of Form 471 for the IEN consortium, the consortium leader, State of Idaho Office of the Chief Information Officer, requires two documents from each Idaho school system. These two documents are required each year and they are the same documents that were provided last year as well. We are requesting you complete these necessary documents and return them to us as early as possible, but no later than January 8, 2010. Education Networks of America (ENA) will be assisting IEN in collecting these documents. The documents can be emailed to [erate@ena.com](mailto:erate@ena.com) or faxed to ENA at 1-800-768-3608. Please also mail the original documents to:

ENA – E-Rate  
3<sup>rd</sup> Floor  
1101 McGavock Street  
Nashville, TN 37203

Below is a list of the necessary documents for your district to be included in the IEN Form 471 filing:

1. **Letter of Agency (LOA)** – Firstly, we are required to collect a Letter of Agency from each school system prior to filing Form 471. The LOA gives the Office of the CIO the ability to file the statewide IEN consortium 471 on behalf of all the participants.

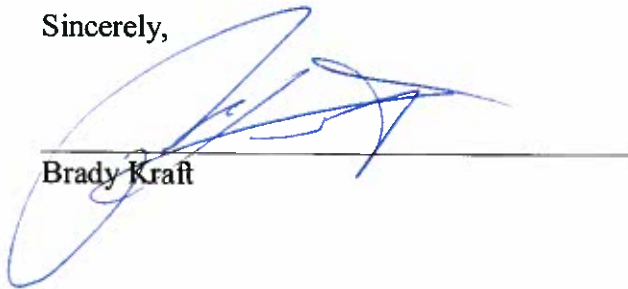
*When listing your district's name on the last page, please use your district name as the SLD has it listed under your district's billed entity number.*

This document should be signed by the Superintendent of the school district and makes representations similar to those made on the 471s filed by your district. The LOA indicates that the school system wishes to participate in the IEN service to the extent that such service is available and in a manner that meets the needs of your system.

2. **Form 479** – Secondly, we are required to collect an E-Rate Form 479, which certifies CIPA compliance. This document must be maintained by the consortium leader to support the filings. Form 479 has similar certification as the E-Rate Form 486, so it should be familiar to everyone who has filed Form 486 in the past. *When listing your district's name on Block 1, Item 1 of the Form 479, please use your district name as the SLD has it listed under your district's billed entity number.*

At this point, we believe this is all the information that is required to complete Form 471. We have included a list of contacts in case you have any questions.

Sincerely,



Brady Kraft